



## DEPARTMENT OF THE TREASURY ORDER

DATE: January 13, 1987

NUMBER: 100-03

SUBJECT: Functions of the Executive Secretariat

This Order describes the functions and responsibilities of the Executive Secretariat, including the Executive Secretary, the Special Assistant to the Secretary (National Security), the Secretariat staff, and the Office of Intelligence Support (OIS).

1. The Executive Secretariat shall perform the following:

- a. Receive, screen, assign action for, and maintain records on all official correspondence addressed to the Secretary and Deputy Secretary;
- b. Review all materials submitted to the Secretary and Deputy Secretary for completeness, quality and coordination with other offices; and
- c. Coordinate execution of tasks involving various offices within the Department, as directed by the Secretary or Deputy Secretary.

2. In addition to the above responsibilities, the Executive Secretary shall:

- a. Coordinate briefings for the Secretary and Deputy Secretary;
- b. Maintain direct liaison with the White House Staff Secretary, the Cabinet Secretary, the Executive Secretary of the National Security Council, and the Executive Secretaries (or equivalent) of the Cabinet Departments;
- c. Assist the Secretary and Deputy Secretary with coordination of the Department's policy development;
- d. Carry out special tasks as assigned by the Secretary or Deputy Secretary;
- e. Clear all Congressional testimony;
- f. Approve transmittal of all regulations to the Federal Register; and
- g. Review all press releases.

3. The Special Assistant to the Secretary (National Security) will report to the Secretary and Deputy Secretary. For purposes of administrative and managerial control, the Special Assistant to the Secretary (National Security) and the Office of Intelligence Support (OIS) will be part of the Executive Secretariat. The Special Assistant to the Secretary (National Security) will:

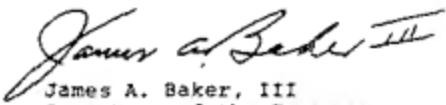
- a. Provide day-to-day intelligence support to the Secretary and other officials;
- b. Represent Treasury on intelligence community committees and maintain continuous liaison with elements of the community;
- c. Review all proposals for support, or other arrangements of a continuing nature, between any Treasury office or bureau and the Central Intelligence Agency or other intelligence agencies (except for the Federal Bureau of Investigation); and
- d. Consult with the General Counsel and Inspector General on all such reviews, and report all such agreements and arrangements to the Secretary for his approval before implementation. This Order is intended to ensure proper coordination and review of all such agreements and arrangements but shall not affect in any way the normal reporting relationships and operational responsibilities of Treasury officials. Routine exchange between the intelligence community and Treasury of substantive intelligence information and reports will not be affected.

4. The Office of Intelligence Support (OIS), under the direction of the Special Assistant to the Secretary (National Security), will:

- a. Screen and distribute to appropriate Treasury officials relevant State Department telegrams;
- b. Prepare daily cable summaries and regular wire service news summaries on items of issues to Treasury officials;
- c. Screen and distribute intelligence reports and publications to appropriate Treasury officials; and
- d. Provide other intelligence support to the Secretary and other Treasury officials as appropriate.

5. This Order supersedes the following Treasury Orders (TOs):

- a. TO 170-6, "Establishment of Executive Secretariat and Director," dated January 23, 1961;
- b. TO 170-6 (Amendment 1), "Transfer of Communications Watch Functions," dated June 16, 1977;
- c. TO 240 (Revision 1), "Liaison Between Subordinate Organizational Units of the treasury and the CIA," dated June 16, 1977; and
- d. TO 249, "Establishment of the Office of Intelligence Support," dated May 17, 1977.



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Secretary of the Treasury